

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Sr. Family Support Worker II/Home Visitor		
TITLE CODE: 2221	SERIES: Medical Services Support	
SELECTION METHOD: 100% qualifying		SALARY: (MIN-MID)) \$8.90-\$10.93/HR GRADE: 10 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Program coordinator, Local Health Department Director or assigned staff		
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT		

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Responsible for initiating and maintaining regular and long term contact and provide support to first time voluntary parents during the prenatal period and extending up to but not inclusive of the child's second birthday. The secondary-level incumbent would participate in on the job training programs to become knowledgeable to family and to empower families to make their own decisions while remaining non-judgmental and flexible for the families they serve.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: High School diploma or GED.

EXPERIENCE: (AGE, LICENSURE, REGULATION, ETC.) Has satisfactorily completed all required HANDS program training in a time period not to exceed 24 months form date of appointment as a Family Support Worker/Home visitor.

SUBSTITUTION CLAUSE: N/A

EDUCATION: N/A

EXPERIENCE: N/A

SPECIAL REQUIREMENTS: Must be 18 years of age. Must have telephone accessibility. Must have reliable transportation and valid Driver's License. Criminal background check.

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY.

On the job training requirement of HANDS home visitor core training (Must be completed before family contact can occur). HANDS wrap-around required training (specific topical areas checklist), CPR certification, Growing Great Kids curriculum Training. Expanded working knowledge of geographic area and or ability to locate participants and community resources with use of maps, contacts, and directions provided.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Conduct initial home visit following Parent Visitor assessment with first time parent/s and or families. Facilitate families in securing of prenatal/child health services. Document case records home visit logs accurately on each contact. Maintain confidentiality of program information obtained from home visit/s and exchanged with community and support service providers. Ongoing conferences with Program Coordinator and/or Supervisor in cases involving potential collaboration with other service providers. Maintain weighted caseload of 30. Respond and answer inquires from eligible HANDS participants, community agencies, support services providers and the general public regarding the HANDS program. Maintain a close relationship with community resources/agencies by collaborating and becoming informed about the services provided that support the families such as health department programs. Facilitate the developmental assessment of the targeted child as scheduled and participates in appropriate referrals as indicated. Advocates for the nurturing parent-child interaction environment.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is spent primarily inside the clinic or community setting.

ADDITIONAL REQUIREMENTS:

May be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 2/19/03 **DATE OF LAST REVISION:** 6/11/12

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.